

How to Use the Office Supplies, Recycled Paper and Envelopes Statewide Contract

Contract #: OFF28

Contract Duration: 09/01/2009 to 6/30/2013

MMARS #: OFF28* - Options to renew: No options available

Contract Manager: Betty Fernandez - 617-720-3133 Betty.Fernandez@state.ma.us

This contract contains **Supply Diversity Office Certification (SDO), Supplier Diversity Program (SDP), and Environmentally Preferable Products Program (EPP)** Last Change Date: - 12/13/12

Contract Summary

The Office Supplies, Recycled Paper and Envelope statewide contract includes common office supplies, recycled paper and envelopes consisting of the following three (3) categories and the respective awarded vendors in each:

Category 1 – Office Supplies

- New England Office Supplies and W.B. Mason

Category 2 – Recycled Paper

- Lindenmeyr Munroe

Category 3 – Recycled Plain and Printed Envelopes

- Bay State Envelope and Worcester Envelope

Most paper products and envelopes contain a minimum of 30% post-consumer recycled content which complies with the federal and state requirements for such products. Several types of office supplies also contain various levels of recycled paper and/or plastics depending on the product. For the most up to date, accurate and complete listing of contractors and related pricing information please refer to the “Vendor” tab of Comm-PASS (www.comm-pass.com).

Benefits and Cost Savings

For all categories, all Eligible Entities have the following discounts available and Eligible Entities are strongly advised to take advantage of them. Specific discount information and amounts appear later in the Contract User Guide.

Prompt Payment Discounts (PPD) – All contractors offer Prompt Pay Discounts if payments are made within the contractors identified days of receipt of invoice.

Volume Purchase Discounts (VPD) – Orders of over \$5,000 typically receive the greatest

discounts, but in some cases substantial discounts are available for orders over \$2,000.

Dock Delivery Discounts (DDD) – If you have a dock and personnel to bring the delivery in from the loading dock, you can save up to 5% of the cost of your order depending on the contractor and category.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases.

All Contractor cost files are posted on the Comm-PASS (www.comm-pass.com) website, please see below “Summary of Where to Obtain Important Contract Information” to locate related contract files.

To ensure that you are being offered statewide contract pricing, the user should identify and reference the contract number OFF28 when placing an order. **Referencing the statewide contract is important even when repeat orders are being placed.**

Contract users should review all invoices received from the Contractor(s) to ensure that the invoice pricing agrees with the Contractor(s) cost sheet found on the Comm-PASS (www.comm-pass.com) website under the “Vendor” tab. If there are discrepancies the user should contract the Contractor(s) for resolution. If a resolution cannot be reached, the user should contact the Strategic Sourcing Services Lead, Betty Fernandez, through E-mail Betty.Fernandez@state.ma.us explaining the issue.

Additional Information

Below are some additional contract provisions with which Eligible Entities should be familiar in

order to use the contract to full advantage. The Request for Response (RFR) is located under the “Forms and Terms” tab which includes all related contract provisions; the RFR should be reference to ensure that the Contractor(s) are in compliance.

Additional Terms for All Categories

Service Area - Contractor(s) are able to deliver supplies statewide.

Free Delivery - Inside delivery and unloading to the location specified in the order is free.

Delivery Hours - Deliveries will be made during regular working hours, usually 8:00 AM to 5:00 PM EST/EDT Monday through Friday. Changes may be granted with written approval of the Eligible Entity.

Labeling of Shipping Cases - Shipping cases must show the name of the supplier, name and address of receiving customer and purchase order number. Shipping cases must be properly labeled with the part number/stock number, quantity per box, and paper size (if applicable). They must also include a special designation for each carton if requested by the Eligible Entity.

Security Policies - Contractors must adhere to established security and/or property entrance policies and procedures established for all Department of Correction facilities or any other Eligible Entity’s facilities. It is the Contractor’s responsibility to adhere to those policies and procedures prior to any attempt to enter the premises. The Contractor must be prepared to supply a list of driver’s names and any other background information necessary to the Department of Correction or an Eligible Entity for security clearance into the various locations throughout the state. All vendor vehicles are subject to inspection upon entering and leaving all facilities.

Product Condition - Products must be delivered in first class condition. Eligible Entities must not accept damaged shipments. In the event that a shipment is accepted and subsequently found to be incomplete, incorrect, or damaged, the shipment must either be replaced, at no cost to the Eligible Entity, or returned at the expense of the Contractor, for a refund or credit of the purchase price with no restocking fees.

Product Substitutions - Orders must be filled as submitted unless the item has been discontinued by the manufacturer and is not available for shipment. If that is the case, the Eligible Entity’s approval of any proposed substitute product is required prior to shipping the order. The replacement item must be of equal or better quality at an equal or lower price. If the substitute item is less expensive, that must be reflected on the invoice. If an unapproved substitution is delivered in error, it must be replaced with the requested items or approved substitutes within 2 business days. No restocking fees will be charged.

Product Returns - Contractors must resolve all requests to return non-custom items in original condition within 5 business days. Items will be picked up and credited by the Contractors within five business days at no cost to the Eligible Entity. No restocking fees will be charged.

Billing - Billing must be done at a minimum per order, unless consolidated billing is requested. All Contractors will provide electronic invoices to the Eligible Entities upon request. Contractors may be required to provide consolidated billing, upon request of the Eligible Entity. All invoices must have a separate line item identifying the account and any line item detail requested by the Eligible Entity for each order and delivery. Prompt Pay Discounts will be based on the receipt date of the consolidated invoice.

Contract Item Listing – The Contract Item Listing may be obtained by contacting the Contractor directly and must be provided by the Contractor at no additional cost to Eligible Entities. The listing must be provided in an Excel spreadsheet format and must contain only the Contract items, part numbers, descriptions, contract prices and whether or not the product is an EPP.

Standard Catalog - Contractors must supply a copy of their standard catalog at no additional cost to any Eligible Entities who request it during the life of the Contract. This Catalog may show retail pricing and may include items which are not available under the Contract. Eligible Entities should not order any items which are not available under the contract and do not fall under the scope and/or description of the contract.

Additional Terms for Category 1 - Office Supplies

Delivery - All deliveries **must** be made within **one (1) business day** of the order placement, or per a delivery schedule mutually agreed upon by the Eligible Entity and the Contractor.

Custom Printing and Stamps- Proofs are required, unless waived by the Eligible Entity, for printed envelopes and custom stamps, and must be provided within a mutually agreed upon time frame.

Contractors must replace custom stamps and custom printed items received with errors or defects at no cost to the Eligible Entity if the customized product does not match the proof received by the Contractor from the Eligible Entity.

The Eligible Entity will be responsible for costs of original items and replacement items should a custom item need to be re-produced due to error sent on approved proof from the Eligible Entity.

Backordering - Contractors must automatically deliver all backordered items not in stock at the time of request as soon as the items become available. If a Contractor cannot deliver the backordered item(s) within 2 (two) business days of the original date of order then the Contractor must deliver an equal or better quality item at the same price of the backordered item within 2 (two) business days. The Eligible Entity's approval of the backorder replacement item is required prior to shipment of the item. No service charges will be allowed for delivery of supplies on backorder.

Additional Terms for Category 2 - Recycled Paper

Papers Offered - The following items typically contain a minimum 30% post-consumer recycled

content and are commodities offered by Category 2 Contractors: recycled copier, laser, bond, cut stock, flat stock, roll stock and computer continuous form papers as specified in the Cost Table. In addition, the Contractor must be able to provide a quote for specialty papers (with greater percentages of recycled content) not listed in the Cost Table under the same terms and conditions as well as a tree-free paper such as kenaf. The prices quoted will be negotiated between the Eligible Entity and the Contractor(s).

Delivery timeframe (except rolled stock) - All deliveries must be made within two (2) business days of the order placement for stock items and within three (3) business days for non-stock items, or per a delivery schedule mutually agreed upon by the Eligible Entity and the Contractor, except as provided below for rolled stock.

Delivery timeframe - white, standard rolled stock - All deliveries of white, standard rolled stock must be within three (3) business days of the receipt of the order, unless mutually agreed upon by the Eligible Entity and the Contractor.

Delivery timeframe - specialty or color rolled stock - Deliveries of specialty rolled stock and/or colors must be within fifteen (15) business days of the receipt of the order, unless mutually agreed upon by the Eligible Entity and the Contractor.

Additional Delivery Requirements for Rolled Stock - Contractors must ship goods either palletized or rolling edge (no pallets). All deliveries must be made in one (1) to three (3) rolls per package (maximum three [3]) in vertical rolling position. Any roll(s) delivered flat will not be accepted and will be returned to the Contractor at the Contractor's expense. All rolls delivered must be completely covered in either plastic or paper wrapper and be clearly labeled from the mill with the color, stock weight and delivered roll weight on the packing slip.

Backorders - Contractors must deliver backordered items in a time frame mutually agreed upon by the Eligible Entity and the Contractor. No service charges will be allowed for delivery of supplies on backorder.

Additional Terms for Category 3 - Recycled Envelopes

Envelopes Offered - The following items contain a minimum of 30% post-consumer recycled content and are commodities which must be offered by Category 3 Contractors: The envelope manufacturer must be able to provide a quote for specialty envelopes (with greater percentages of recycled content) for all types not mentioned in Attachment 3 under the same terms and conditions. The prices quoted will be negotiated between the Eligible Entity and the Contractor(s).

Delivery timeframe- All deliveries **must** be made **within two (2) business days** for plain stock envelopes and **seven to ten (7-10) business days** for printed stock envelopes or per a delivery schedule mutually agreed upon by the Eligible Entity and the Contractor. For non-stock plain or printed envelopes the delivery schedule will be as mutually agreed upon by the Eligible Entity and the Contractor.

Minimum Order Quantities - The minimum order for printed envelopes will be **1 carton**. Orders for smaller quantities of envelopes may be made under Category 1, Office Supplies.

Custom Printing - Proofs are required, unless waived by the Eligible Entity, for printed envelopes and must be provided within a mutually agreed upon time frame.

Contractors must replace custom printed items received with errors or defects at no cost to the Eligible Entity if the customized product does not match the proof received by the Contractor from the Eligible Entity.

The Eligible Entity will be responsible for costs of original items and replacement items should a custom item need to be re-produced due to error sent on approved proof from the Eligible Entity.

Backorders - Contractors must deliver backordered items in a time frame mutually agreed upon by the Eligible Entity and the Contractor. No service charges will be allowed for delivery of supplies on backorder.

Vendor List and Contract information

Please refer to the "Vendor" tab of Comm-PASS (www.comm-pass.com) at the bottom of the vendor detail page for pricing attachment for the contractor listed below.

Supplier involvement in any of the following programs will has been identified. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, Formerly SOMWBA Certification), Supplier Diversity Program (SDP, Formerly AMP), Environmentally Preferable Products Program (EPP), and Prompt Pay Discount PPD).

Vendor	Category
Bay State Envelope 440 Chauncy Street, Mansfield, MA 02048 Account Manager: David Luongo E-mail: d.luongo@baystateenvelope.com Phone: 508 337 8900	SDP, SDO, EPP, PPD Awarded: Category 3 – Recycled Plain and Printed Envelopes. <i>All available discounts are listed below</i>
Lindenmeyr Monroe 20 Freedom Way, Franklin, MA 02038 Account Manager: Timothy Goldberg E-mail: tgoldberg@lindenmeyr.com Phone: 800 237 2737	SDP, EPP, PPD Awarded: Category 2 – Recycled Paper and Category 3 – Recycled Plain and Printed Envelopes. <i>All available discounts are listed below</i>
New England Office Supply 133 Lundquist Drive, Braintree, MA 02184 Account Manager: Patricia Vacca E-mail: patv@neosusa.com Phone: 782 794 8800 x228	SDP, SDO, EPP, PPD Awarded Category 1 - Office Supplies <i>All available discounts are listed below</i>
W.B. Mason	SDP, EPP, PPD

Vendor	Category
274 West Cummings Park, Woburn, MA 01801 Account Manager: Gregg Manning E-mail: Gregg.Manning@wbmason.com Cell Phone: 508-846-1490	Awarded Category 1 - Office Supplies All available discounts are listed below
Worcester Envelope 22 Millbury Street, Auburn, MA Account Manager: Seana-Lee Stepien E-mail: sstepien@worcester-envelope.com Phone: 774-221 1365	SDP, EPP, PPD Awarded: Category 3 – Recycled Plain and Printed Envelopes. All available discounts are listed below

Available Discount Information - Category 1 - Office Supplies

Instructions for accessing websites for the Category 1 – Office Supplies Contractors are posted on each Vendor’s tab on Comm-PASS (www.comm-pass.com), under the document entitled “How to Order” from the website.”

Below is a chart showing the discounts offered by each company. “9W” discount is a discount off the “9W” catalog, a standardized price list. “Private Label” items are those made by third party companies specifically for the OFF28 Contractor.

	NEOS	WB Mason
Minimum 9W discount percentage - Name brands	11%	13.25%
Minimum discount percentage - Private label	45%	18.50%
Prompt Pay Discount (PPD) % - 30 days or fewer	5%	5%
Volume Purchase Discount (VPD) %		
\$500-\$1000	1%	0
\$1001-\$2000	2%	1%
\$2001-\$3500	3%	5%
\$3501-\$5000	5%	5%
Over \$5000	5%	5%
Dock Delivery Discount (DDD) %	5%	5%

Because the volume purchase discounts are so significant, particularly on orders over \$2,000, Eligible Entities are encouraged to plan for larger orders rather than more frequent small orders whenever this is practical. Making larger and less frequent orders is also more energy-efficient and can cut down on packaging required.

Available Discount Information - Category 2 – Recycled Paper and Category 3 – Recycled Plain and Printed Envelopes.

Price files for each Contractor(s) in awarded Categories 2 and 3 are available on the Comm-PASS (www.comm-pass.com) website under the “Vendor” tab as attachments at the bottom of the vendor detail page. If an item is not on the price file, contact the vendor(s) to obtain quotes.

Below are the discounts offered by Contractors under Categories 2 and 3:

	Category 2 - Paper	Category 3 - Envelopes	
	Lindenmeyr Munroe	Bay State	Worcester
Prompt Pay Discount (PPD) % - 30 days or fewer	2%	1%	NA
Prompt Pay Discount (PPD) % - 11-29 days	2%	1%	NA
Prompt Pay Discount (PPD) % - 10 days or fewer	2%	1%	2%
Volume Purchase Discount (VPD) % on orders over \$5000	.5%	1%	2%
Dock Delivery Discount (DDD) %	2%	4%	2%

Please Note: Official State Pen - The new official state pen and ink is the Uni-Ball 207 Black Gel Retractable Pen, Medium, 0.7 mm, item number SAN-1736097.

This pen is available from the following Category 1 - Office Supplies Contractors:

➤ **New England Office Supply or W.B. Mason Company**

The pen does meet the requirements and specifications as stated in General Law Chapter 66 Section 4.

Strategic Sourcing Services Team Members

Edie Blackney	Department of Environmental Protection
Ian Bain	Department of Public Health
Karen E. Glass	Department of Developmental Services
Kerry Nash	Department of Correction
Marcia Deegler	Operational Services Division
Marie Killackey	City of Cambridge
Mark Rousseau	Executive Office of Labor & Workforce Development
Patricia Calvagna	Department of Public Health
Paul Walsh	Department of Public Health
Sarah Johnson	Office of Consumer Affairs and Business Regulations
Stephen Wall	Housing Community Development

Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the Comm-PASS (www.comm-pass.com) website, click on “Contracts” then search by document number OFF28 to locate the following contract information:

Contract User Guide	“Forms & Terms” tab
Request for Response (reference document)	“Forms & Terms” tab
Contract Pricing	“Vendor” tab
*How to Order	“Vendor” tab
*How to Order website guidance documents will only be found under Contractors New England Office Supply and W.B. Mason as an attachment at bottom of page.	